Developing Positivity in the Workplace

SupportLinc Employee Assistance Program (EAP)

Penn State Health

supportlinc

Disclaimer

The general views, thoughts and opinions expressed in this presentation are expressly those of the presenter. The presentation is intended to provide general tips, advice and coping skills, and may not entirely pertain to your circumstance or you as an individual in a professional or clinical capacity. For specific advice on your unique situation, please reach out to a licensed financial or clinical professional for a confidential, one-on-one consult. CuraLinc Healthcare and the presenter are not held responsible or liable for any consequences or damages due to an individual taking action based on the information presented herein.

Objectives

This training is designed to help you:

- Define positive mental attitude
- Understand the impact of negativity
- Understand our areas of influence
- Take steps to create a positive workplace

Impact of negativity

Productivity
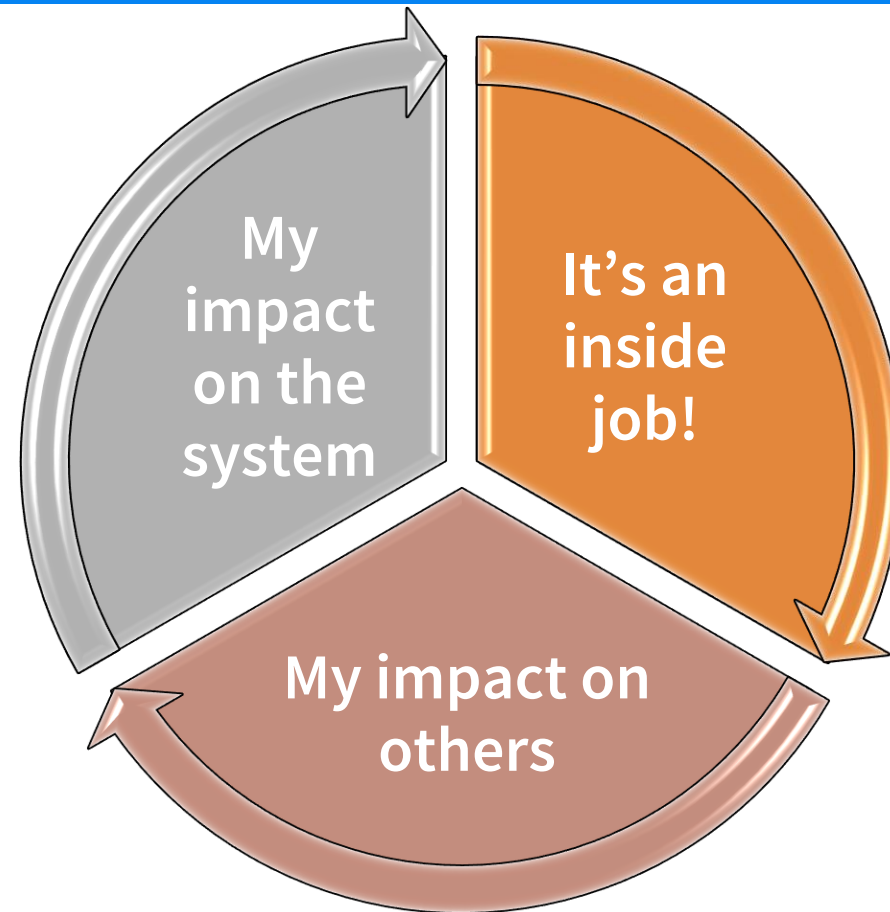
Morale

Retention

Team interaction

Customer service

Attitude

Health

Areas of influence

Types of negative thinking

"All or nothing" thinking
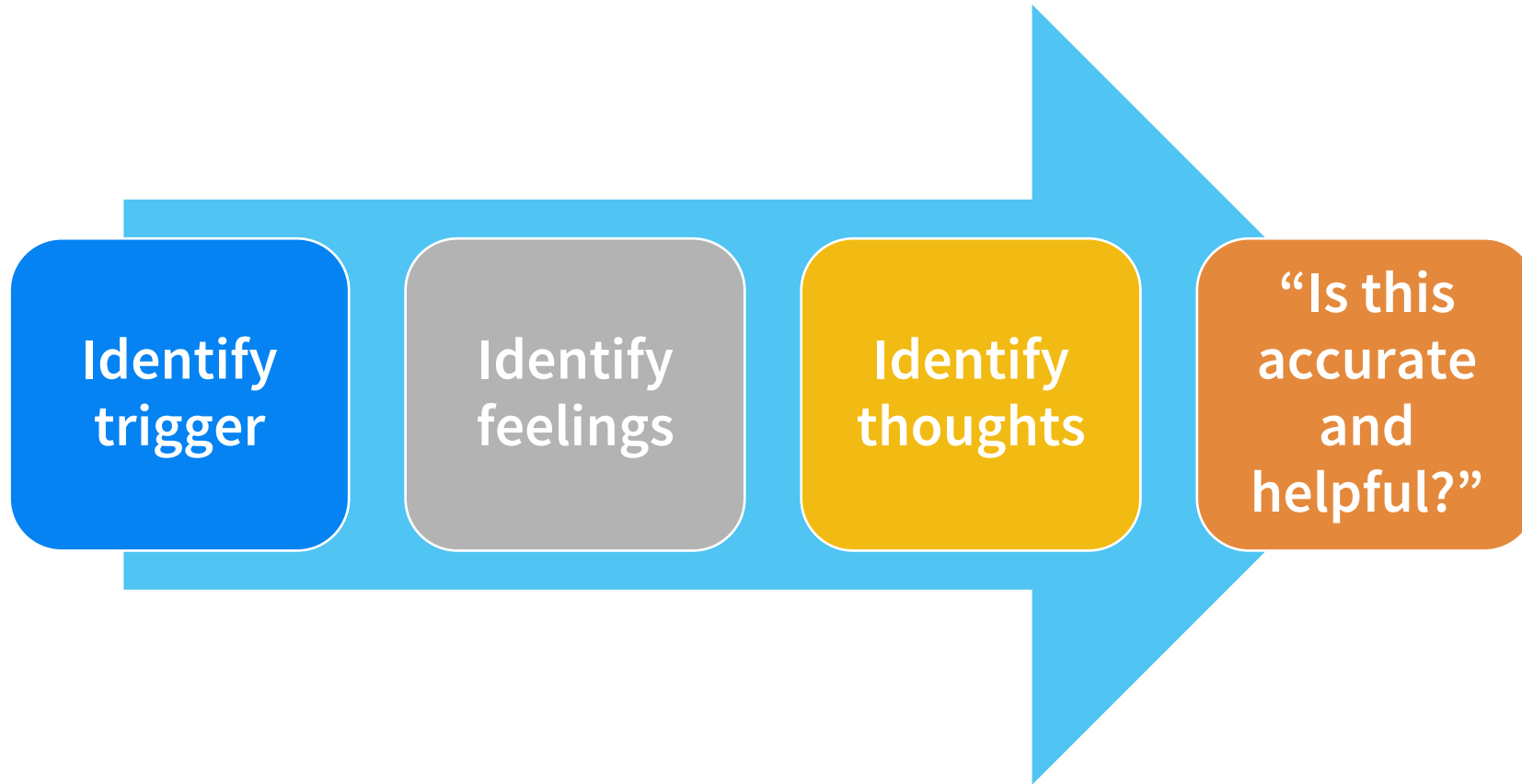
Over-generalization

Jumping to conclusions

"Should" statements

Discounting the positive

Catastrophizing

Cognitive restructuring

Identify trigger → **Identify feelings** → **Identify thoughts** → **"Is this accurate and helpful?"**

Cognitive restructuring continued

Contradicting evidence

Reframe

Action plan

Types of negative people

The blamer

The complainer

The avoider

The enabler

The resolver

Effective communication

T	• **Think before you speak**
A	• **Apologize quickly**
C	• **Converse**
T	• **Timing is everything**
F	• **Focus on behavior**
U	• **Understand**
L	• **Listen**

Creating positivity

- Avoid negativity
- Seek advice
- Assess your options
- Talk to the person
- Avoid defensiveness
- Focus on solutions
- Compliment

Seven tips for developing workplace positivity

Provide opportunities to make decisions

Allow opportunities for people to talk

Treat people well

Help people feel like members of the team

Afford opportunities for growth

Provide leadership

Provide rewards

Signs of success

Enhanced personal and professional satisfaction

Elevated productivity

Improved overall health

Decreased stress

Positive long-term outlook

Interactive toolkits

Mindfulness

(www.mindfulness.tools)

Practical tools and exercises for incorporating mindfulness into everyday life.

Resiliency

(www.resiliency.tools)

Skill development resources to help you 'bounce back' from challenging situations.

Meditation

(www.meditate.tools)

Easy-to-use collection of resources that includes guided meditations, tip sheets and more.

Sleep fitness

(www.sleepfitness.tools)

Information and resources to help you learn good sleep habits and achieve healthy sleep.

What is SupportLinc?

The SupportLinc Employee Assistance Program (EAP) is a health benefit, separate from your medical insurance, offered by your employer to help you manage life's daily challenges.

SupportLinc can refer you to professional counselors, services and resources that will help you and your eligible family members resolve a broad range of personal and work-related concerns.

What services are included?
Work-life benefits

Legal consultation

Free in-person or telephonic consultation with a licensed attorney

No employment law

Financial consultation

Expert guidance and consultation from financial professionals

Identity theft consultation

Free consultation with an identity theft recovery professionals

Tailored recovery action plan

Dependent care referrals

Expert referrals to child and adult/elder care providers, facilities and other resources

"Convenience" referrals

Guidance and referrals to a variety of daily living resources: home improvement, entertainment services, pet care, auto repair, wellness, travel, handymen, volunteer opportunities etc.

Getting started

supportlinc

Call: 1-888-881-LINC (5462)

QR Code:

Visit: www.supportlinc.com

Log in or create account
(code: psh)

SupportLinc
Support for everyday issues. Every day.

Additional resources

Trying to stay positive when things change by the day, or sometimes even by the hour, can be a real struggle. Even with the best of coping strategies in place, worries and concerns can ramp up and create negative self-talk, or "inner dialogue that can hinder your ability to believe in yourself and your own abilities in reaching your potential".

Examples of negative self-talk can be things such as asking yourself, "why can't I ever do something right?" or thinking "there's no use in even trying." These types of phrases can lead to decreased motivation, increased feelings of helplessness and even depression. Learning how to transform your negative thoughts into positive ones requires patience and practice. However, your efforts to embrace a positive mindset will build your resiliency, self-confidence and emotional wellbeing.

To help you get started, try following these tips:

1. Identify the problems: the first step in overcoming a problem is determining what the cause of it is. Think about the areas of your life that cause you to start negative self-talk, such as specific accounts or topics on social media or in the news. If you have a difficult time pinpointing these areas of yourself, try reaching out to those closest to you to see if they have noticed any changes in your mood or behavior.

2. Turn the negatives into positives: once the specific causes of your negative self-talk have been identified, you can begin to take the active steps to turn those thoughts into positive ones. Whenever you find yourself find a situation where you begin to engage in negative self-talk, focus on the parts of the situation that can benefit you. For example, maybe you begin to think you cannot accomplish a specific task at work. You start telling yourself you will mess it up and will get in trouble for it. However, you can take that feeling and turn it into an opportunity to reach out to a co-worker for advice on how they may handle the project. This can help put you at ease and feel more confident in the task going forward while also acting as an opportunity to learn and expand your skillset.

3. Remember, no one is perfect: between your responsibilities at work and at home, it's important to remember that it's okay to make mistakes and that no one is perfect. Often times, when you believe you have done something wrong or were unsuccessful, you begin to become absorbed in negative self-talk. When this happens to you, acknowledge the emotions you are feeling and remind yourself that it is okay to feel this way. By learning to forgive yourself and let go of negative thoughts and feelings, you allow yourself to be a more open and accepting person.

4. Be patient: just like it's important to remember that no one is perfect, it is also crucial to remember that change, especially significant change, doesn't happen overnight. You may feel frustrated at the start, but by being patient, taking things one day at a time and leaning on your support system for help can make the journey to positive thinking easier.

For further resources, please go to your portal and use the search bar to type in "Challenging Negative Thoughts Flash Course."

Moving ahead

What did you get out of today's presentation?

Which concepts are working in your life and why?

Who can be a support for you to make change?

Which concepts are *not* working in your life and why?

What 3 ideas are going to be the most helpful for you?

How can you support someone else with change?

What can you do in the next 24 hours to apply these concepts?

What are your biggest barriers for change?